



CKS Parents Club Executive Team Roles

President

The President presides over all meetings of the organization, acts as a consultant to all Parents' Club committees, serves as the primary liaison person with the School Principal, Parish Pastor, and School Commission and ensures that all official actions of the organization are carried out. **Time commitment:** 2-3 hours/month + monthly meetings

Vice President

The Vice President acts as the President during their absence and succeeds the president after the end of their term. The VP helps guide the Parents Club Event Chairs in scheduling and planning various events during the school year, and leads the Parents Club toward specific goals chosen by its members in addition to maintaining and updating the Parent Club Master calendar. **Time commitment:** 3-4 hours/month + monthly meetings

Treasurer

The treasurer is responsible for managing all incoming funds and making sure they're put to good use. They will deposit funds, paying out as needed, and provide regular updates on all transactions. They will keep records of all funds received and expended making the records available as needed/requested. **Time commitment:** 1 hour/month + monthly meetings

Secretary

The Secretary keeps a record of the proceedings of all Parent Club meetings. They are responsible for providing minutes of the previous month's Parents' Club meeting to the Executive Team, in addition to the creation of the monthly meeting agenda (in collaboration with the President and Vice President.) The secretary owns the Parent Club calendar on the website, maintains the documentation of all Parent Club activity and is responsible for sharing monthly meeting information out in applicable weekly emails from the Principal.

Time Commitment: 3 hours/month + monthly meetings



CHRIST THE KING

Volunteer Coordinator

The Volunteer Coordinator will recruit, communicate with, and train volunteers for various roles. Responsibilities also include scheduling, ensuring completion of any necessary onboarding/training in addition to management of the Sign Up Genius platform.

Time Commitment: 3-4 hours/month + monthly meetings

Enrichment Coordinator

The Enrichment Coordinator is responsible for the coordinating and scheduling of after-school enrichment programs, communicating the options to families, and managing the registration on the 6crickets.com platform. The EC acts as a liaison between enrichment providers, school administration, and parents. They will also work with the volunteer coordinator to assist with placing parent volunteers in the classes as needed. **Time Commitment:** 6-10 hours/trimester + monthly meetings